



PINELLAS COUNTY SCHOOLS  
**INSTRUCTIONS**  
**ACCOUNTS PAYABLE REPORT**

1. This report is completed if there are payments that are owed for merchandise or services that have been received and the expenditure is due to the vendor but has not been disbursed. If vendor invoice has not been received, provide an estimate of the amount that is owed.
2. This form is to be included in the year-end financial package, when accounts payable are owed.  
**If no accounts payable exist, note this on the year-end memo checklist.**
3. Money due to the District is **NOT** to be included in the school's Accounts Payable Report.